

National Disaster Recovery Program Database (NDRPD)

*Public User (Viewer) Role
User Guide*

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1 Introduction

1.1 Description of National Disaster Recovery Program Database

Under the National Disaster Housing Strategy, which called for the establishment of a National Disaster Housing Task Force (NDHTF), the NDHTF was tasked with creating a web based tool that would collect data on different programs to help communities rebuild after a disaster.

The National Disaster Recovery Program Database (NDRPD) works as a central location for entities such as state and local governments and emergency managers to view disaster assistance programs from Federal, state, for-profit, non-profit, and charitable organizations.

The NDRPD allows the public to find information on:

- Program recipients
- Eligibility criteria
- Resources offered
- Application process
- Contact information
- Website for additional information and more...

1.2 User Accounts

There are two types of user accounts available to the public for the NDRPD:

- **Public User (Viewer)**
 - This role is available to the public and does not require logging in
 - Able to:
 - Search and view details for all approved programs
- **Program Submitter**
 - This role requires internet registration and log in
 - Able to:
 - Search and view details for all approved programs
 - Submit new programs for approval
 - Edit his/her own programs
 - Deactivate his/her own programs that are no longer valid
 - Requires review every 12 months of each program, or programs will automatically sunset and be removed from the database.

If you are interested in obtaining Program Submitter rights please refer to the Program Submitter Guide

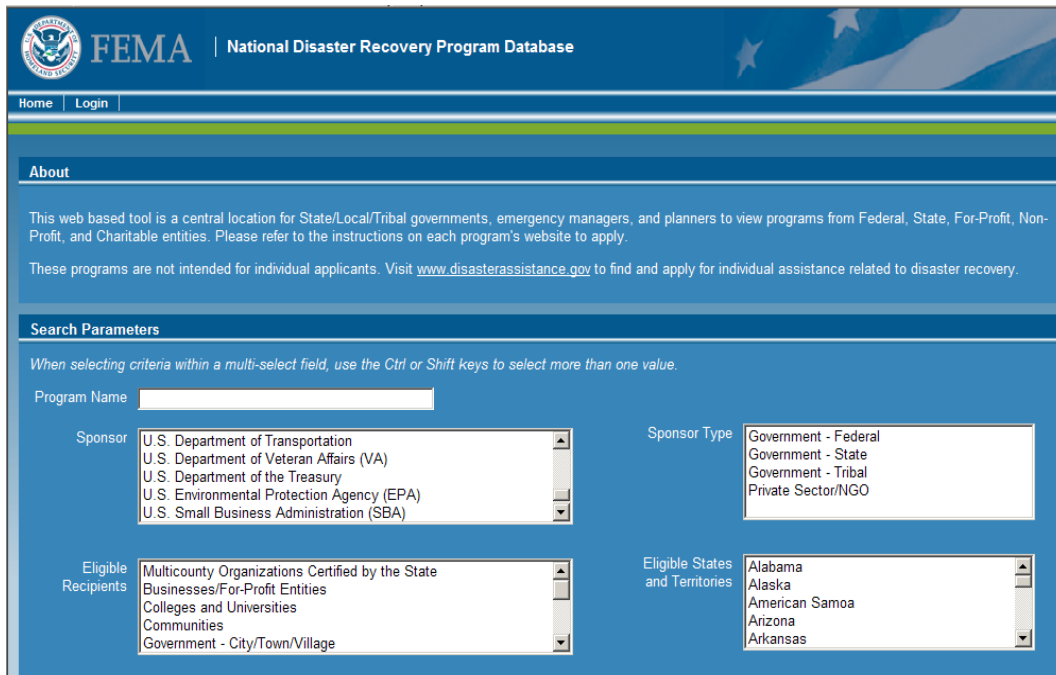
2 Using NDRPD

2.1 Accessing the NDRPD

To access the public side of the NDRPD, go directly to the link provided on the National Disaster Housing Strategy Resource Center <http://www.fema.gov/emergency/disasterhousing/> and click on the link next to the National Disaster Recovery Program Database title.

Below is the site you will see after you click on the National Disaster Recovery Program Database link.

No login or password is needed if you are a public viewer and want to search programs in the database.



The screenshot shows the FEMA National Disaster Recovery Program Database search interface. The header includes the FEMA logo and the title "National Disaster Recovery Program Database". Below the header is a navigation bar with "Home" and "Login" links. The main content area is titled "About" and contains text explaining the tool's purpose and a link to the disaster assistance website. Below this is a "Search Parameters" section with a note about multi-select fields. The search parameters include a "Program Name" text box, a "Sponsor" dropdown menu with options like "U.S. Department of Transportation" and "U.S. Small Business Administration (SBA)", a "Sponsor Type" dropdown menu with options like "Government - Federal" and "Private Sector/NGO", an "Eligible Recipients" dropdown menu with options like "Multicounty Organizations Certified by the State" and "Government - City/Town/Village", and an "Eligible States and Territories" dropdown menu with options like "Alabama" and "Arkansas".

FEMA | National Disaster Recovery Program Database

Home | Login

About

This web based tool is a central location for State/Local/Tribal governments, emergency managers, and planners to view programs from Federal, State, For-Profit, Non-Profit, and Charitable entities. Please refer to the instructions on each program's website to apply.

These programs are not intended for individual applicants. Visit www.disasterassistance.gov to find and apply for individual assistance related to disaster recovery.

Search Parameters

When selecting criteria within a multi-select field, use the Ctrl or Shift keys to select more than one value.

Program Name

Sponsor

- U.S. Department of Transportation
- U.S. Department of Veteran Affairs (VA)
- U.S. Department of the Treasury
- U.S. Environmental Protection Agency (EPA)
- U.S. Small Business Administration (SBA)

Sponsor Type

- Government - Federal
- Government - State
- Government - Tribal
- Private Sector/NGO

Eligible Recipients

- Multicounty Organizations Certified by the State
- Businesses/For-Profit Entities
- Colleges and Universities
- Communities
- Government - City/Town/Village

Eligible States and Territories

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas

2.2 How to use NDRPD

2.2.1 Search for Program

All users, regardless of user role, have the ability to search for programs.

A program is only searchable/viewable to the Public Users (Viewers) once it has been approved by the FEMA Program Approver.

To search for a program, select the criteria in any of the multi-select search boxes.

- All boxes do not have to be selected for the program to provide search results, but if you select more criteria in multiple fields the program will produce a more focused report of more specific programs.
- When selecting more than one criterion within the multi-select field, hold the Ctrl or Shift key when you make additional selections.
- To remove a selected item hold the Ctrl or Shift key and click on it again
- Once all the criteria have been selected click the “Search” button to view the results. Results are displayed at the bottom of the page.
- You can broaden or narrow your search by removing or selecting additional criterion.
- Click “Reset” at the bottom of the page to de-select all search fields
- If you know the name of the program you can enter it into the “Program Name” box and click “Search”
- To view your results in an Excel spreadsheet, click “Export to Excel”

Search Parameters

When selecting criteria within a multi-select field, use the Ctrl or Shift keys to select more than one value.

Program Name

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- U.S. Department of Transportation
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- Alaska
- American Samoa
- Arizona
- Arkansas

Eligibility Criteria

- MUST BE MEMBERS OF A TARGET GEOGRAPHIC AREA
- A Specific Region, State, Local Community
- Empowerment Zone/Enterprise Communities
- HUBZone
- Urban Enterprise Zone

Assistance Phase

- Emergency
- Interim
- Long Term
- Mitigation

Assistance Category

- FINANCIAL
- Bonus
- Capital/Equity Investment
- Charitable Giving
- Cooperative Agreements

[Export to Excel](#) [Reset](#) [Search](#)

2.2.2 View Program Information

Public Users (Viewers) can only search for and view approved programs. They are not permitted to edit any information.

To view the details for a specific program, click on the name of the program you wish to view from the search results. This will display all of the program's information, including a description of the program, eligible recipients, types of assistance offered, and up to two business points of contact, if available. For descriptions of the information fields see Appendix A: Definitions below.

The screenshot displays a web application interface for searching programs. At the top, there are three filter sections: 'Eligibility Criteria' with a dropdown menu showing 'MUST BE MEMBERS OF A TARGET GEOGRAPHIC AREA' and its sub-items; 'Assistance Phase' with a dropdown menu showing 'Emergency', 'Interim', 'Long Term', and 'Mitigation'; and 'Assistance Category' with a dropdown menu showing 'FINANCIAL' and its sub-items. Below these filters are buttons for 'Export to Excel', 'Reset', and 'Search'. The 'Search Results' section shows 'Displaying Results 1 to 1 of 1' and a table with one result. The table has columns for Program Name, Description, Owner, Recipients, States and Territories, and Assistance Type. The first row contains the program 'CDBG Entitlement Grants', which is highlighted with a yellow circle and an arrow. The bottom of the results section shows 'Total Results: 1' and pagination controls.

Program Name	Description	Owner	Recipients	States and Territories	Assistance Type
CDBG Entitlement Grants	To develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.	U.S. Department of Housing and Urban Development (HUD)	Government - City/Town/Village, Government - State, Government - Other Local	All States, American Samoa, Federated States Of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Minor Outlying Islands, U.S. Virgin Islands	Financial-Grants

Sample of some of the information found on the program information page

Program Information			
Program Name	CDBG Entitlement Grants	Sponsor Type	Government - Federal
Sponsor	U.S. Department of Housing and Urban Development (HUD)	Assistance Phase	Long Term
Description	To develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.	Expiration Date	07-22-2011
		Submitter	Robert.Goulka
		Status	Approved
Program Website http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/			
Eligible Recipients			
Recipient		States and Territories	
Government - State		All States	
Government - Other Local		American Samoa , Federated States Of Micronesia , Guam , Marshall Islands , Northern Mariana Islands , Palau , Puerto Rico , U.S. Minor Outlying Islands , U.S. Virgin Islands	
Government - City/Town/Village			
Eligibility Criteria			
Criteria		Specific	
Must be Members of a Target Sector		Community Planning & Capacity Building	
Must be Members of a Target Sector		Economic	

3 Questions of Suggestions

For all program-related inquiries, please contact the National Disaster Housing Task Force at NDHTF@dhs.gov.

If you experience technical issues using the NDRPD, please contact the RIMS Team at fema-rims@dhs.gov.

4 Usage and Posting Policy

The purpose of this site is to list resources for communities, state, tribal, and local officials to leverage in times of disasters. **This site is not a place for individuals to find assistance.** Individuals and families who wish to apply for assistance should visit www.disasterassistance.gov. This database allows for government officials, emergency managers, planners, and organizations to find programs and target results based on location, or type of recipients, such as a universities or city governments. The information in the database is provided in partnership with the program sponsors that include Federal/state/tribal/territorial/local governments, for-profit, non-profit, and charitable organizations. Please refer to the program sponsors websites for instructions on how to apply.

Organizations are welcome to post and update information on their programs to help state and local officials find and apply for them. However, this is a moderated forum. This means that FEMA will be performing a review of all posts and will remove any listings that do not comply with our guidance. To be included in this resource programs must meet the following criteria:

- Programs must not discriminate against applicants
- Programs must be intended for applications from communities, local, and state governments.
- Programs must be related to preparing for, protecting against, responding to and recovering from disasters.
- Programs must be available to assist areas impacted by disaster.
- Programs must be geared towards key sectors of recovery/development (ex. Education, Infrastructure, Housing, Community Capacity Building, Health Services, Historic & Cultural, Public Service, Environmental, Flood Plain Management & Mitigation)
- Programs must be free of commercial use and may not endorse a product or service.
- Programs must not charge for assistance.

In addition to a review for programmatic requirements all postings will be reviewed for appropriate content. Posts that are off-topic, include abusive or vulgar language, spam, hate speech, personal attacks, personal details such as: a FEMA case number or social security number, advertisements or endorsements of products, or similar content will not be posted on this site. We reserve the right to determine which postings are acceptable for this page. If your post was not accepted or if you have questions about the criteria please contact us at: NDHTF@dhs.gov

FEMA disclaims any liability for any loss or damage resulting from any content posted on this page. FEMA does not verify and takes no responsibility for the accuracy of any information on program sponsor's websites. This forum may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy. State and local governments should perform all appropriate due diligence prior to using any of these resources. State and local governments should follow their own procedures when utilizing these programs.

5 Appendix A: Definitions

1. **Program Name** – The name of the assistance program offered.

For example, “CUNA Mutual Group”, “Disaster Service Program”, or “Section 203 (k)” if that’s the federal program name.

2. **Sponsor** –The name of the organization sponsoring the program. Please check first to see if the name appears in the drop down list. If it exists, select it and continue. If the name does not appear in the list, please contact NDHTF at NDHTF@dhs.gov to have your organization added. You can enter in your program information once you have received email confirmation from the NDHTF that your organization has been added and it appears on the dropdown list.
3. **Sponsor Type** – Describes the type of organization offering the program. For example, the “Aviva USA Charitable Giving” is offered by the charitable foundation Aviva USA and is listed as a “Private Sector/NGO”. A “charitable foundation” is small organization that is non-profit and can offer donations. An example of a Federal program is “Disaster Legal Services.” This program is sponsored by a Federal agency, FEMA, and is listed as “Government – Federal.”
4. **Assistance Phase** – The phase during which the program would be used. Example: Mitigation, Emergency, Interim, Long-Term. This field is not required and may be left blank.
5. **Description** – Brief description of the program and what it offers. If this is a Federal program it will also have the Catalogue of Federal Domestic Assistance (CFDA) Program Number into the “Description” box.
6. **Program Website** – Website provided by the program’s sponsoring organization for additional information.
7. **Eligible Recipients** – Target audience for the program.
8. **Eligible States/Territories** – Target states/territories for the program.
9. **Eligibility Criteria** – Detailed eligibility requirements for the program.
10. **Assistance Offered** – Detailed type of assistance and the amount offered.
11. **Program Requirements** – Detailed instructions regarding how to apply, activate, or extend the program.
12. **Primary Business Point of Contact** – Detailed information for the point of contact for the program.